



MODOC NATIONAL FOREST

OUTREACH NOTICE

MODOC NATIONAL FOREST

Doublehead Ranger District, Tulelake, California

Support Services Specialist GS-0342-06

The Modoc National Forest is currently seeking a candidate for a **Permanent Fulltime position** as a **Support Services Specialist**, with a duty station in Tulelake, California. This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest in the position.

Interested applicants, please return the attached voluntary **Outreach Interest Form**, to Chris Christofferson at cchristofferson@fs.fed.us by the close of business on **February 28, 2014**.

For more information on this position, contact Jean Breakfield at (530) 299-8411 or jbbreakfield@fs.fed.us

Major Duties:

- This Support Services Specialist (SSS) position provides administrative, clerical, and business support for a district on the Modoc National Forest.
- District office management includes maintaining district administrative records, including data bases, payroll, travel (GovTrip), temporary and permanent staffing actions, quarters billing, purchasing office supplies and other materials for the District.
- This position will also have some front office duties which include visitor's information and multi-line phones, mail and file room duties, copier or duplicating operations, and word processing.
- Other duties may include general office and staff organization, supporting District safety, equal opportunity and diversity objectives, supporting District meetings and other District public events and programs and other duties as assigned.
- Supervision of one Customer Services Representative.

About the Modoc National Forest:

The Modoc National Forest is landscaped with mountains, pine forests, meadows, lakes, streams, rugged canyons, wetlands, lava beds, and high desert plateaus...a land of contrasts, where crowds and congestion are non-existent. The environment experiences warm, dry summers and cold wet winters. The temperatures in January range from an average high of 44 to an average low of 18, with July temperatures ranging from an average high of 88 to an average low of 44 degrees. Precipitation ranges from 4.94" to 20.8", with an annual average of 12.0". Elevations range from 4,300' to 9,934'. Gross Forest acreage is 1,979,407 acres.

The Modoc is an exciting destination for those interested in history and archeology. The Forest lies within an area occupied by Modoc, Achomawi (or Pit River), and Northern Paiute Native American tribes, with archeological evidence which suggests the area's first inhabitants settled here more than 10,000 years ago. The Forest is home to more than 300 species of wildlife, including the rocky mountain mule deer, pronghorn antelope, and Canada geese. A wild horse and burro territory is located in the Devil's Garden and Doublehead Ranger Districts. The Pacific Flyway for migratory waterfowl crosses directly over the Modoc National Forest. Additionally, because of the varied landscape, the Forest hosts an abundance of diverse plant life.

The South Warner Wilderness offers backpackers and horseback riders 79 miles of trails in the 70,385 acres. Winter recreation is available at the Cedar Pass Snow Park, 15 miles east of Alturas. A snowmobile trailhead is located at the Doorknob Snow Park, 1 ½ miles south of the Lava Beds National Monument. You can choose from a variety of campgrounds or picnic areas, available on a first come first served basis. Recreational opportunities include hunting, fishing, camping, hiking, horseback riding, hang gliding, snow and water skiing, bird watching, and collecting rocks and gemstones.

More information on the Modoc National Forest is on our website: <http://fs.usda.gov/modoc/>.

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OUTREACH RESPONSE FORM



Support Services Specialist GS-0342-6

Please submit outreach form to Chris Christofferson at cchristofferson@fs.fed.us

On or before February 28, 2014

Modoc National Forest

Doublehead Ranger District, Tulelake, CA

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: _____ {USFS} _____ {BLM} _____ {OTHER}

TYPE OF APPOINTMENT: _____ {PERMANENT} _____ {TEMPORARY} _____ {TERM}

_____ {VRA} _____ {PWD} _____ {OTHER}

CURRENT: _____ {REGION} _____ {FOREST}
_____ {DISTRICT}

CURRENT: _____ {SERIES} _____ {GRADE}

CURRENT: _____ {POSITION TITLE}

HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE?

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

- _____ PERSON WITH DISABILITIES
- _____ VETERANS RECRUITMENT ACT
- _____ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- _____ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- _____ FORMER PEACE CORPS VOLUNTEER
- _____ STUDENT CAREER EXPERIENCE PROGRAM

Thank you for your interest in our Vacancy!